



CITY OF BURLINGTON, VERMONT
invites applications for the position of:

Battalion Chief - Emergency Medical Services

SALARY:	\$99,476.00 - \$108,529.27 Annually
OPENING DATE:	06/17/21
CLOSING DATE:	07/30/21 11:59 PM
FLSA:	Exempt
UNION:	Non-Union
GRADE:	FIRE NU BC 40HR
POSITION STATUS:	Regular Full Time
GENERAL PURPOSE:	

This position is a 40 hour per week, Monday - Friday assignment and is responsible for oversight and coordination of the Departments EMS program. Duties include, but are not limited to training of staff, quality assurance of the EMS program, certification and credentialing personnel, ensuring adequate medical supplies, staff liaison to the hospital and the EMS District, preceptor for paramedic students and single point of contact for all EMS inquires.

ESSENTIAL JOB FUNCTIONS:

- Act as a Firefighter and carry out all essential job functions of a Firefighter, when acting in that capacity. Possess and maintain all Burlington Fire Department firefighting and EMS job and training requirements during assignment to the EMS Coordinator position
- Provide instruction and/or coordinate and oversee the delivery of EMS continuing education programs
- Assists personnel to ensure minimum educational requirements are met to maintain State and National credentialing
- Coordinates the annual re-licensing of the Department
- Administer and oversee the Departments Infection Control Plan to ensure adequate employee protection, post-exposure care and follow-up, and compliance with Federal, State, and local regulations
- Develop and implement a quality improvement/quality assurance (QA/QI) program for all levels of providers within the Department
- Serve as liaison for EMS related issues with State and Local agencies, hospital personnel, EMS District 3, paramedic training institutions, and medical equipment suppliers
- Oversee employees enrolled in paramedic training programs throughout the duration of the paramedic program
- Serve as a preceptor for paramedic training students as needed
- Assist in evaluating and selecting equipment and supplies appropriate for pre-hospital emergency medical care
- Orders medical supplies and equipment, and maintains EMS stock rooms to ensure sufficient supplies for apparatus and responders
- At the request of field units, responds to provide paramedic interventions
- Oversee maintenance of non-disposable equipment
- Serve as the liaison with medical billing agent

- Identify capital and operational budget gaps
- Provide recommendations for remedial training
- Schedule bi-annual ambulance inspection with VT EMS
- Assist personnel to ensure District #3 paramedic requirements are met
- Represent the Burlington Fire Department at District Paramedic Committee meetings and District Board meetings
- Annually maintain narcotic licensing with vendors
- On-board new paramedics with Pyxis access at UVMHC
- Maintain controlled substance vault tracking system in accordance with Department policy
- Develop and maintain a controlled substance diversion program in accordance with Department of Justice regulations
- Oversee the Burlington Fire Department SIREN program as the Department Administrator
- Develop EMS policy in conjunction with Department command staff
- Review and update EMS SOGs in accordance with Department policy
- Oversee the design/build of new ambulance apparatus

Non-Essential Job Functions:

- Perform other duties as required

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Associates degree or equivalent required. Bachelor's degree is preferred
- Three (3) years' experience as a certified firefighter
- Ability to meet and maintain BFD basic job requirements and qualifications as a Firefighter
- Ability to maintain a minimum of Firefighter Level II certification
- Holds and maintains a National Registry Paramedic Certification
- Ability to obtain and maintain a valid Vermont State driver's license
- Must have no felony or serious misdemeanor convictions
- Ability to communicate clearly and effectively orally and in writing
- Ability to speak to large groups of people
- Ability to think critically and act decisively in the interests of public safety.
- Ability to prepare and manage time and activities
- Ability to operate in a Windows based PC environment and have a working knowledge of word processing, spreadsheet, database, etc. software as well as Firehouse RMS software
- Ability to maintain confidential information
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development
- Regular attendance is necessary and is essential to meeting the expectations of the job functions
- Ability to understand and comply with City standards, safety rules and personnel policies

ADDITIONAL INFORMATION:

Promoting a culture that reveres diversity and equity

The City of Burlington is proud to be an equal opportunity employer, and we are strongly committed to creating a dynamic and equitable work-force that mirrors the population and world that we serve. We do not discriminate on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, crime victim status, veteran status, disability, HIV positive status, or genetic information in employment or the provision of services.

In addition to being an equal opportunity employer we actively encourage applicants who can contribute to our growing diversity to apply.

Applications for our employment opportunities are **only accepted online through**

our [Government Jobs](#) website.

For accessibility information or alternative formats, please contact Human Resources Department at [802-540-3057](tel:802-540-3057) or careers@burlingtonvt.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.burlingtonvt.gov/HR/career-and-internship-openings>

Position #0311-15-001
BATTALION CHIEF - EMERGENCY MEDICAL SERVICES
VS

200 Church Street, Suite 102
Burlington, VT 05401
802-540-2505

careers@burlingtonvt.gov

Battalion Chief - Emergency Medical Services Supplemental Questionnaire

* 1. Do you have at least 3 year's of experience as a certified Fire Fighter?

Yes

No

* 2. Do you currently hold a National Registry Paramedic Certification?

Yes

No

* Required Question